

5 June 1970

MEMORANDUM FOR: [REDACTED] C/OL/BPS

25X1A9a

SUBJECT : Maintenance of Usage Records for
Conference Rooms

The Technical Services Division does maintain a semi-permanent record of the usage of the main conference room located on the first floor of East Building. This record is maintained by the Chief of Support's secretary in room 121 South Building, EXT. [REDACTED]

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TSD has not had any Task Force space requirements for the past year.

[REDACTED]
Chief, TSD/LOG

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